



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

Kent County Regional Laboratory

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Dear Colleague:

The Michigan Department of Health and Human Services, Bureau of Laboratories, in Lansing has implemented a data reporting system that allows agencies to receive reports via encrypted E-mail (electronic mail).

To convert your agency to receive reports via E-mail transmission:

- 1) The enclosed statement of understanding must be completed, signed and returned.
- 2) You must **create** a secure password, it must contain the following: minimum of 8 characters, with at least one number, one Capital letter, one small letter. **Example: Qjs3qpst**
- 3) The following technical specifications must be met:
 - A) **A shared E-mail address.** This ensures that if one person is indisposed, reports will still be received in a timely manner.
 - B) **An application that allows the opening of a 256-bit encrypted password protected file.** WinZip is required
 - C) **A mail server that will allow a zipped file attachment of up to 3MB.**

If your agency chooses this E- mail reporting option, the delivery of Environmental laboratory reports through the United State Postal System or via FAX will be eliminated.

Please notify KCHD if your secure E-mail is having problems. If an alternate, secure E-mail is available, reporting can be promptly changed to the alternate E-mail address.

Please notify KCHD when your secure E-mail address is again operational. If your E-mail is down, and you do not have an alternate secure E-mail address, reports will be mailed until your E-mail is operational, without any unnecessary delays.

If you have any further questions, please contact the laboratory at (616)632-7210

Best regards,

Allyson L. Chirio MPH, BSMT (AMT)
Regional Laboratory Manager
Kent County Health Department
Email: Allyson.Chirio@kentcountymi.gov
Office: (616)-632-7196 office
Cell: (616)-250-2981
www.accesskent.com/health

Please keep this letter for your records.

Space below for KCHD Use only

STATEMENT OF UNDERSTANDING

AGENCIES SELECTING E-MAIL (ELECTRONIC MAIL) TRANSMISSION OPTION:

1. I understand that ALL MICROBIOLOGY, and PARTIAL CHEMISTRY reports of water testing performed by the Kent County Regional Laboratory, will be sent to this agency by encrypted E-mail transmission.
2. I understand that upon conversion to an E-mail transmission agency, NO hard copy reports will be sent using the United States Postal Service.
3. The E-mail address provided to KCHD meets the standards outlined below:
 - A) Only persons authorized to review confidential clinical laboratory reports, use or have access to incoming encrypted E-mail transmissions.
 - B) Our agency has a **shared E-mail address**. This ensures that if one person is indisposed, reports will still be received in a timely manner.
 - C) Our agency has **an application that allows the opening of a 256-bit encrypted, password protected file**. WinZip is recommended.
 - D) Our agency has **a mail server that will allow a zipped file attachment of up to 3MB**.

Our Agency sends specimens to the following Regional Labs for testing. Circle all that apply.

Lansing Kalamazoo Kent County Saginaw

Date_____

Agency Name_____

Agency Address_____

Authorized Signature_____

E-mail Address_____

Contact Person For E-mail Problems (Please Print)_____

Contact Person's Phone Number for Problems_____

(Please keep a copy for your records)

